

SHADED AREA FOR PPB USE ONLY

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, form 242		242 -	EFFECTIVE DATE
1. DFG DIVISION/BRANCH/REGION/OFFICE Central Valley Bay-Delta Branch		POSITION NUMBER (Agency-Unit-Class-Serial)	
2. UNIT NAME AND LOCATION Antioch		3. CLASS TITLE Fish and Wildlife Technician	
4. PROPOSED INCUMBENT (If Known)		5. CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-023-0196-003	

6. BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS  
Under the general direction of a Senior Biologist (Supervisor) and the lead of a Mate, the Fish and Wildlife Technician will set and retrieve research fishing gear on the deck of the R/V Longfin, part of the San Francisco Bay Study. Incumbent will also work independently to operate a 14-24' vessel in collaboration with a Biologist to collect biological samples or assist another project such as tagging adult striped bass or sturgeon.

7. PERCENTAGE OF TIME PERFORMING DUTIES	8. INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
50%	<b>Field data collection:</b> The incumbent participates in and insures the safe and proper deployment, towing, retrieval and emptying of research trawls from the deck of the R/V Longfin; assists in the processing of biological and chemical samples and may record data. When needed, assists with gill netting and tagging adult striped bass and sturgeon. Independently operates and trailers 14-24 foot boats to assist biologists in conducting field work for other projects.
25%	<b>Assist in the Maintenance and Repair of Research Vessels and Skiffs:</b> The incumbent assists the Mate with all aspects of upkeep of the R/V Longfin and will be assigned maintenance of one or more 14-24' vessel(s). This maintenance includes general cleaning, minor equipment repair, replacement of engine lubricants, coolants, belts and hoses, outboard tune-ups, etc and also includes maintaining associated boat trailers. The FW Tech will keep accurate, current records of vessel use and repair.
15%	<b>Preparation for and Coordination of Field Work:</b> In coordination with the Mate and/or project lead Biologist, incumbent will be responsible for preparing the vessel and gear for field sampling. This includes ensuring proper net(s), hardware and backups are onboard and in good repair, making any changes necessary to deck gear and cables to properly use the net gear. Design and construct minor pieces of equipment to aid sampling using carpentry, welding or machining skills.
5%	<b>Training:</b> The FW Tech learns to properly store, repair and construct all fishing equipment used including midwater trawls, Kodiak trawls, otter trawls, trammel nets, gill nets, purse seines, fine mesh larval nets, and the cables, sleds and doors used to properly deploy them. With Mate oversight, the FW Tech also learns the properly operate vessels larger than 24' and how properly deploy fishing gear. Trains seasonal employees to safely deploy, retrieve and empty research sampling gear, and work on the back deck.
5%	<b>Miscellaneous Duties as Required:</b> May include purchasing materials and equipment for field work or vessel maintenance; arrange for vehicle or vessel repair and shuttle to outside shop; transport crews via land or water; organize shop facilities; act as a lead person for field work.

9. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
PRINT SUPERVISOR'S NAME Randall Baxter, Senior Biologist M/F (Supervisor)	SUPERVISOR'S SIGNATURE	DATE
10. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE